HOW to REGISTER

1. GO TO WWW.LOUDOUN.GOV/WEBTRAC

2. LOG IN WITH YOUR USERNAME AND PASSWORD

3. ON THE UPPER RIGHT CLICK "SEARCH" AND SELECT "ACTIVITY SEARCH"

4. FIND YOUR ACTIVITY#, TYPE THE SIX-DIGIT# IN THE ACTIVITY NUMBER BOX AND CLICK "SEARCH" BELOW

5. CLICK ON THE + SIGN TO "ADD TO CART" FOR EACH SESSION YOU WISH TO REGISTER FOR

6. CLICK ON "ADD TO CART" AGAIN AT BOTTOM LEFT OF SCREEN (YOU MAY HAVE TO SCROLL DOWN)

7. SELECT PARTICIPATING FAMILY MEBER(S) AND THEN CLICK "CONTINUE"

8. CLICK ON "PROCEED TO CHECKOUT"

9. SUBMIT PAYMENT AND CHECK EMAIL FOR RECIEPT TO CONFIRM REGISTRATION

PRCS
COUNTY OF LOUDOUN

WWW.LOUDOUN.GOV/WEBTRAC
703-777-0343

LOUDOUN COUNTY DEPARTMENT OF PARKS RECREATION & COMMUNITY SERVICES